

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.

C-512

PAGE  
NO. 1

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County Government  
Bureau of Management Services

Division of Purchasing

AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>PURCHASE REQUISITION CS-13</u></p> <p>The Purchase Requisition is a four copy form (original and three) used throughout the County to order materials agreements, services, etc. The form is prepared by the originating department and distributed as follows:</p> <p>The original plus two copies are forwarded to the Office of Budget, then to the Office of Finance for approval. All three copies are then forwarded to the Division of Purchasing for preparation of the Purchase Order (Item #2). After the Purchase Order is typed and signed, the original copy of the requisition is attached to the Purchasing vendor file*, one copy to agency requisition file and the third copy is attached to the Office of Finance copy and sent to Finance. The fourth copy remains with the originating agency.</p> <p>A log is maintained which includes the requisition number, date, using agency, description and estimated cost. Copies of all Requisitions, except the <u>ONE</u> copy retained by Finance, are considered nonrecord material and should be retained only for the temporary reference use of the department.</p>	<p>RETAIN TWO YEARS IN OFFICE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>*RETAIN AGENCY REQUISITION COPY ONE YEAR, THEN DESTROY.</p> <p>Record copy is the copy attached to the Purchase Order forwarded to Finance. This copy becomes part of the voucher file, subject to the retention requirements set by Finance retention schedule.</p>
2	<p><u>PURCHASE ORDERS/CHANGE ORDERS PR-60</u></p> <p>The Purchase Order/Change Order is prepared from the Requisition (Item #1) and has seven copies which are distributed (after authorization by the Chief of Purchasing) as follows:</p> <p>The two (2) <u>white</u> copies are sent to the vendor. The <u>goldenrod</u> copy along with attached backup information, and the <u>blue</u> copy are retained by the Division of Purchasing and filed by vendor and numerically, respectively. The <u>pink</u> copy is forwarded to Finance with a copy of the purchase requisition. The <u>yellow</u> and <u>green</u> copies are forwarded to the receiving department. After the item is received, the yellow receiving department</p>	<p>RETAIN TWO YEARS IN OFFICE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. THE BLUE COPY IS DESTROYED AFTER TWO YEARS. The <u>pink</u> copy, retained by Finance is record copy subject to the retention requirements set by the Finance retention schedule.</p>

Schedule Approved by Department,  
Agency, or Division Representative*Harry H. Bain*

7/7/81

Harry H. Bain

Date

Signature

Chief, Division  
of Purchasing

Title

Schedule Authorized by  
Hall of Records Commission

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. **C-517**  
PAGE  
NO. **2**

	Description	Retention
	<p>copy is sent to Finance with the invoice. Upon receipt of the Purchase Order, the vendor returns the acknowledgement copy and Purchasing attaches same to the back of vendor file.</p> <p>A log is maintained which includes Purchase Order number, vendor's name, using department and the in and out dates.</p> <p>Copies of all Purchase Orders, except the <u>pink</u> copy retained by Finance, are considered nonrecord material and should be retained only for the temporary reference use of the department.</p>	
3	<p><u>REQUEST FOR QUOTATION R.F. 8114C</u></p> <p>The Request For Quotation is a four part form, one yellow and three white, used to get written quotations for materials under \$2,500.00.</p> <p>The <u>white</u> copies are forwarded to three different vendors, the <u>yellow</u> copy is retained by the Division of Purchasing. All copies of the R.F.Q. after returned from the vendors are attached to the Purchasing file copy of the Purchase Order (Item #2). All copies are for reference use and should be retained the same time period as the Purchase Order.</p>	<p>RETAIN TWO YEARS IN OFFICE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.</p>
4	<p><u>SUB-ORDER RELEASE CS-12</u></p> <p>A Sub-Order Release is a partial order against an active Purchase Order and is authorization for the vendor to provide whatever is described against the Purchase Order. There are five copies of the form which is prepared and distributed as follows:</p> <p>The Sub-Order Release is forwarded to the Office of Budget and to Finance for certification of availability of funds. It is then authorized by the Division of Purchasing. The <u>white</u> (original) copy is forwarded to the vendor. The <u>green</u> and <u>yellow</u> copies are sent to receiving. The <u>pink</u> copy is sent to Finance and the <u>goldenrod</u> copy is retained by Purchasing and filed numerically.</p>	<p>RETAIN TWO YEARS IN OFFICE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. (Record copy retained by Finance.)</p>
5	<p><u>MINOR PURCHASE ORDER PR-59</u></p> <p>The Minor Purchase Order which is used overwhelmingly for commodities and in very rare instances for services is generally the same composite as the Purchase Order with six pages instead of seven. It does not contain an acknowledgement copy.</p>	<p>RETAIN ONE YEAR IN OFFICE, THEN DESTROY.</p> <p>The <u>pink</u> copy, retained by Finance is the record copy subject to retention requirements set by the Finance retention schedule.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE

NO. C-517

PAGE

NO. 3

Item	Description	Retention
6	<u>FORMAL BID</u>	RETAIN TWO YEARS IN OFFICE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
	Contracts resulting from all bids on purchases of services and commodities are prepared and retained by the Division of Purchasing. At bid openings, they are tabulated in public in the Howard Building (the Division of Purchasing or one of the Conference Rooms). They are filed by bid number. Finance receives a copy of resulting Purchase Order, which is the record copy.	
7	<u>PROPOSALS - CAPITAL PROJECT/LAND ACQUISITION</u>	RETAIN FOLDER TWO YEARS IN OFFICE OR UNTIL COMPLETION OF THE PROJECT, WHICHEVER IS LONGER, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
	These proposals are concerned with long term capital contracts such as roads, bridge building or utility facilities work. They are filed in folders which contain copies of the agreement with the consultant drawings, plans and specifications, detailed information and back-up correspondence (including the resulting copies of the Purchase Order). They are filed by project number and retained in the Division of Purchasing.	Finance retains the resulting record copy of the Purchase Order.
8	<u>BUY BACK CONTRACTS</u>	RETAIN IN OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
	Buy Back Contracts resulting from accepted bids on purchases of equipment are prepared and retained in the Division of Purchasing. They are filed by bid number.	Finance retains the resulting record copy of the Purchase Order.
9	<u>SURPLUS SALES</u>	RETAIN THREE YEARS AND UNTIL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY.
	A record of all County property sold as surplus is retained which includes the item, the price obtained, and all supporting correspondence. The Division of Purchasing retains the original copies.	
10	<u>ADVERTISING</u>	RETAIN ONE YEAR IN OFFICE, THEN DESTROY.
	All capital projects, bids, surplus property sales, employment opportunities, notices, etc. are advertised in local papers. Transmittal letters as well as the actual advertisement are retained in the Division of Purchasing.	
11	<u>STOCKROOM STORE REQUISITION PR-36</u>	RETAIN ONE YEAR IN OFFICE, THEN DESTROY.
	<p>The Stockroom Store Requisitions are prepared by the using agency to order materials stored in the County storeroom. There are three copies, distributed as follows:</p> <p><u>White</u> (original) and <u>yellow</u> copies are sent to Central Services. The <u>pink</u> copy is retained by using agency. After order is complete, the <u>yellow</u> copy is forwarded to and retained by Purchasing. Central Services retains the record copy.</p>	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. C-517

PAGE  
NO. 4

Item No.	Description	Retention
12	<p><u>BID SURETY FILE</u></p> <p>On certain bids, a Bid Surety is a prerequisite. Upon receipt of the Surety, the bid number, firm's name and date of receipt are recorded. When the Surety is returned to the firm concerned, the return date is also recorded.</p>	<p>RETAIN 90 DAYS IN OFFICE BEYOND ACTIVE PERIOD, THEN DESTROY.</p>
13	<p><u>FIXED ASSET INVENTORY CONTROL SYSTEM FORM (FAICS)</u> <u>FTA-24-678-B</u></p> <p>The FAICS form is completed by the Division of Purchasing and is used to record the information relative to a given purchase, location and identification, etc., of all tangible assets in excess of \$50.00 purchased by the County. It is a single page form used as input for Data Processing, which generates the FAICS Edit and Impact Runs. The Division of Purchasing retains the form after it is returned from Data Processing.</p>	<p>RETAIN 90 DAYS IN OFFICE AFTER FORM HAS BEEN RETURNED FROM DATA PROCESSING.</p>
14	<p><u>FAICS EDIT AND IMPACT OUTPUT</u></p> <p>The FAICS Edit and Impact computer output is generated from the FAICS form (Item #13). It reflects any additions, changes and errors resulting from the input. This form is retained in the Division of Purchasing.</p>	<p>RETAIN ONE YEAR IN OFFICE, THEN DESTROY.</p>
15	<p><u>AGENCY FAICS ANNUAL INVENTORY FORM</u></p> <p>An inventory of County assets is conducted annually. Information on the form includes the identification number, custody department account number, location purchase price, description, receipt date, manufacturer and purchase order number. If the item is vehicular, the title number and the VIN are also included. The Division of Purchasing retains the form upon completion of the inventory.</p>	<p>RETAIN ONE YEAR IN OFFICE, THEN DESTROY.</p>
16	<p><u>GENERAL OFFICE &amp; CORRESPONDENCE FILE</u></p> <p>The files contain general information, copies of letters and memoranda, personnel information, Finance forms, budget work papers and other information of a housekeeping nature which have temporary reference value.</p>	<p>RETAIN ONE YEAR IN OFFICE, THEN DESTROY.</p>